



CML
COLORADO MUNICIPAL LEAGUE
The Voice of Colorado's Cities and Towns

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**EFFECTIVE PUBLIC
MEETINGS &
BOB'S RULES OF ORDER**


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The Problem

Meeting "Dysfunctions"
and
Why We Should Care



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Key Reasons for Dysfunction

- Lack of Professionalism and Courtesy
- Lack of Individual Member Preparation
- Lack of Member Equality
- Lack of the *Right* Leadership
- Lack of Rules
- Lack of Rule Use or Rule Knowledge



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THE Source of **GREATEST** Dysfunction?

Ego
(Really, an inflated one)

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Leadership is an
opportunity to serve. It is
not a trumpet call to self-
importance.

J. Donald Walters
The Art of Leadership

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The Bottom Line

You were elected or appointed by the public to serve their needs and interests. Your “platform” was to seek their vote so you could represent them. You did not go door to door asking them to vote for you so you could pursue your own agenda, stroke your ego, or be unreasonable. You asked to be made part of a team to make the city or town better.

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The “Effective” Meeting

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“Everyone here? Good. Meeting topic: Setting world record for shortest meeting. All in favor say aye. Ayes have it. Meeting over.”

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The “Effective” Meeting

Two Sets of Goals

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INWARD Meeting Goals

- Council/Board Members had Fair Opportunity to be Heard - as Appropriate
- Members Felt “Heard” and “Understood”
- Relevant Issues were Addressed
- No “Rabbit Holes” Pursued for Too Long
- Members Were All Respected

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INWARD Meeting Goals

- Body’s Decision was Clear
- A Record was Made
- Body’s Decision is Reasonably Defensible
 - In Terms of the Applicable Law
 - In Terms of Logic and Reason

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OUTWARD Meeting Goals

- Attendees had Fair Opportunity to be Heard - as Appropriate
- People Felt “Heard” and “Understood”
- Relevant Issues were Addressed
- No “Rabbit Holes” Pursued for Too Long
- Everyone Was Respected

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OUTWARD Meeting Goals

- Body's Decision was Clear
- A Record was Made
- Body's Decision is Reasonably Defensible
 - In Terms of the Applicable Law
 - In Terms of Logic and Reason

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Inward & Outward Meeting Goals

The Goals Are **NOT**

- Everyone Voted the Same
- Everyone Leaves Happy
- Everyone Got What They Wanted
- Everyone Loves the Council/Board


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Key Elements
of an Effective Meeting

Effective Chairperson,
Effective Members,
and one more....

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The Effective Chairperson

- Role of Chairperson - Primary
 - Preparing the “Fertile Ground”
 - No Ego – “Its Not About You”
 - Most Prepared Member
- “Role of Chairperson – Secondary
 - A Member of the Body




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The Effective Member

- Knows Role, Purpose & Goal
- Knows the Rules
- Leaves Personal Issues at the Door
- Three P's –
 - Purpose (Role of Ego)
 - Preparation
 - Professionalism

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THE Key Element
of an Effective Meeting

RESPECT

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The Value of Respect

- The Governing Body's Role
- Staff / Governing Body Interactions
- Recall - Professionalism and Courtesy

Bottom Line?
Confidence in Government


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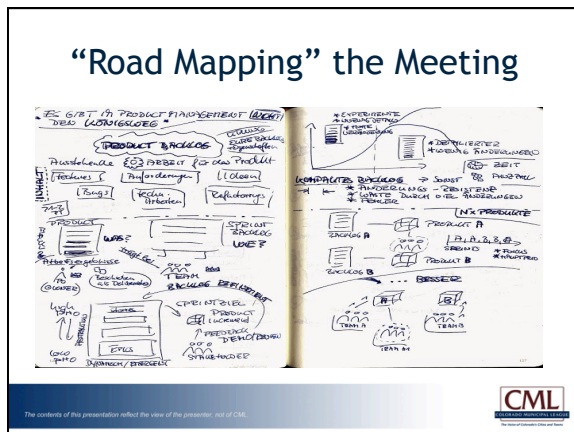
The Value of Respect

**A Word About Body Language
and Respect**

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Key Reasons for Dysfunction

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Good Rules And Not So Good

- *Robert's Rules of Order*
 - Published in 1876; Now in 11th Edition
 - 669 Pages
 - 48 Pages of Summary Charts
 - 46 Page Index
 - Dozens of Websites for Deciphering
 - Cheat Sheets, Simplified Editions, FAQ's
 - "Roberts Rules for Dummies" Book

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Bob's Rules of Order

- Terminology
 - "Out of Order" ("in order")
 - "Floor"
 - Chairperson, Body, Amendment, etc.

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Bob's Rules of Order

- Basic Requirements
 - Chairperson as Parliamentarian
 - Recognition for "Floor"
 - No Side Discussions
 - Voting Yes or No (No Abstention)
 - No Explaining Vote except during deliberation


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Bob's Rules of Order

Points vs. Motions


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Points and Motions

- Simple "Priority"
 - Privileged (*Always* "In Order")
 - Main (A "Business Step")
 - Subordinate (Below "Main")


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Points

Point of **Information**
 Point of **Order**
 Point of **Appeal**

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Ten (10) Motions

- Motion to Recess
- Motion for Executive Session
- Motion to Adjourn
- Motion to Reconsider
- Motion to Postpone to a Date Certain
- Motion to Postpone Indefinitely
- Main Motion
- Motion to Amend (a Main Motion)
- Motion to Continue to Date Certain
- Motion to Call the Question (Close Debate)

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Flexibility

- Chairperson Discretion (with Appeal)
- Suspending the Rules

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Questions?

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